

## DUTY STATEMENT

<b>CLASSIFICATION:</b> Planner I-EFS	<b>POSITION NUMBER:</b> 710-4734-036	<b>CBID:</b> R01
<b>WORKING TITLE:</b> Project Manager	<b>DIVISION:</b> Siting, Transmission and Environmental Protection	
<b>DATE PREPARED:</b> April 8, 2009	<b>OFFICE:</b> Siting	
<b>KEY: (E) IS AN ESSENTIAL AND (M) IS A MARGINAL FUNCTION</b>		

**POSITION DESCRIPTION:** Under the general direction of the Siting Program Unit Senior, Siting and Compliance Office, the incumbent in the capacity as a program project manager is responsible for the day-to-day management of less complex and controversial energy facility (e.g., electric power plants and associated linear facilities) siting projects and major Commission programs. They recommend actions, policies and procedures affecting project and program direction; and implement approved activities, policies and procedures to achieve division goals and objectives.

**WORKING CONDITIONS:** The work is performed in an indoor office and/or meeting room settings involving sitting, standing, and/or walking. Travel is required to participate in workshops, hearings and outdoor facility site visits that may consume up to forty percent of the time. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

**DUTIES AND RESPONSIBILITIES:** While performing the duties described below, the incumbent will be required to work alone and/or in a team environment utilizing a personal computer and appropriate Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies. The incumbent will:

- 30% Plan, organize and direct the work of an interdisciplinary environmental and engineering staff team engaged in the review of less complex and controversial energy facility siting applications and major commission programs. (E)
- 30% Review, evaluate and edit project correspondence, reports, testimony, briefs and position papers. Serve as the editor-in-chief and publisher for all major project documents. The work will include the preparation and publishing of major regulatory and Commission program reports, and may include Environmental Impact Reports and Initial Studies/Negative Declarations when required. (E)
- 10% Organize and conduct workshops and meetings among the staff and between the staff and energy facility developers, other governmental agencies, private organizations, and

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the public to discuss environmental issues and other siting concerns. This work ordinarily will not include the most controversial and complex issues/topics. (E)

- 10% Identify strategies and technical and policy issues associated with both regulatory policies and practices, specific power plant siting applications, and Division programs and projects. (E)
- 5% Represent the Commission staff at Energy Commission business meetings by making siting project presentations and answering general questions from the Commissioners. (E)
- 5% Prepare written reports and present oral briefings on a range of subjects associated with the consideration of power plant siting applications and environmental reports. (E)
- 5% Provide expert witness testimony in evidentiary hearings on overall features of the proposed project. (E)
- 5% Perform other duties as required, consistent with the specifications of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
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<b>EMPLOYEE</b>	<b>Robert Worl</b>
<b>Date</b>	<b>Date</b>
	<b>SUPERVISOR</b>